



## City of Minneapolis

# CAREER OPPORTUNITIES BULLETIN

### WEEK of February 17, 2014

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **Animal Control Warden – Exam #21383 / Hourly Salary \$17.93 up to \$25.31**

There is currently one (1) non-exempt vacancy to be filled in the Animal Care and Control Division of Regulatory Services. Shift assignments for this vacancy are yet to be determined. Animal Control Wardens work year round on a variable shift basis, including evenings, days, and weekends. Your shift may change anytime, based on business/operational need. Animal Control Wardens also work on a rotating basis on City-recognized holidays. Animal Control Wardens must be able to be reached by telephone and may be rotated to provide on-call response to emergencies and other select calls on City-recognized holidays and during the hours the program is closed. **Anyone may apply.** **PRIMARY RESPONSIBILITIES:** Responsible for the maintenance and operation of the Minneapolis Animal Care Center and the implementation and enforcement of ordinances relating to animals in the City of Minneapolis. **Qualifications:** **Required Education:** Associate Degree in Law Enforcement, Veterinary Technician, or another related field. **Required Experience:** Two (2) years of animal handling or animal training experience. Experience in report writing within a regulatory environment is desired. **Equivalency:** An equivalent combination of related education/experience may be considered. **Licensure and Certification:** Must maintain a valid Driver's License while employed in this position. **Desired Certification & Training:** National Animal Control Association Training and Certification desired. **Applications accepted through Monday, March 3, 2014.**

#### **Electronic Technician #21316 Hourly Salary: \$23.55 up to \$28.98**

The current vacancy is with the Property Services-Radio Shop working with two-way land mobile radios, pagers, cellular and wireless communication equipment and accessories. The position will also perform specialized work in the construction, installation, removal, maintenance and repair of electronic equipment and accessories. **Qualifications:** **Education-** Graduate from an accredited institution with a degree/diploma in Electronic Technology, Industrial Electronics or a highly related field or equivalent. **Experience-** One year of verifiable work experience in the repair of mobile communications electronic equipment and accessories is highly desirable. An equivalent combination of education and experience may be considered. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). Open November 20, 2013 until a sufficient candidate pool has been established, determined by HR.

#### **Equipment Repair Coordinator - Exam #21386/hourly salary \$25.19**

Coordinate the assigning of work to mechanics, shop workers, and drivers based on instructions from the Supervisor, parts availability, user requests, etc. and to take responsibility for computerized equipment management information system (EMIS) entries and maintenance of the data base. The current vacancy is with the Public Works Solid Waste & Recycling Division. **Qualifications:** High School Diploma or GED. Three (3) years of experience using computerized inventory control system; with experience scheduling equipment repair service or performing mechanical repair. An equivalent combination of training and experience may be considered. Applicants must possess and continue to maintain a Class B (or better). Commercial Driver's License with airbrake endorsement. Read the job posting for further application information and instructions including a supplemental application. **Applications accepted through Friday, February 28, 2014.**

#### **Foreman, Electrician (Master) - Exam# 21384/hourly salary \$38.64 - \$40.93**

The Public Works Administration Division is looking for an experienced Foreman Electrician (Master) to supervise, coordinate and participate in the work of skilled employees engaged in the maintenance, repair, and installation of electrical, instrumentation, and communication equipment, systems, and facilities. Apply for electrical permits for work conducted by the Minneapolis Division of Water Treatment & Distribution Services. **Qualifications:** High School Diploma or equivalent. Three years' experience as a Master Electrician. Minnesota Class A Master Electrician's License. Designation as Responsible Master Electrician for the Division of Water Treatment & Distribution Services within the Minneapolis Department of Public Works filed with State of Minnesota (within 30 days of hire). Valid Driver's License. Background check/drug and alcohol testing. **Applications accepted through Tuesday March 18, 2014.**

#### **Parking Systems Manager #21378/Annual Salary \$93,008 to \$101,090**

The applicant hired for this position will oversee the daily operations, long-term planning/programming and parking policy issues for off-street parking, on-street parking, and the Impound Lot. Provide overall leadership and management for all activities, employees, functions, and services of the City Parking System (off-street parking, on-street parking, and impound lot/towing). **Qualifications:** Bachelor's Degree in Engineering, Public Administration, Finance, Technology Management or equivalent. Five (5) years of progressively responsible managerial experience that includes finance and budgeting, program analysis and evaluation, etc., and Three (3) years of supervisory experience. An equivalent combination of education and experience may be considered. Possess and continue to maintain a valid Driver's License. Experience with parking systems OR public agencies (not mandatory). IPI-CAPP Parking Professional Certification (not mandatory). Supplement/background check/drug and alcohol testing. To review a complete job announcement and to apply online visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, February 21, 2014.**

#### **PeopleSoft Engineer, DBE – Exam #21283 Salary: \$62,877-\$86,539, with a market rate adjustment of up to \$25,000 may be considered.**

The City of Minneapolis is accepting resumes for a **PeopleSoft Administrator (Database Engineer)**. This is a full-time position in the Enterprise Resource Planning (ERP) Division of the Information Technology Department. The Database Engineer provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for technical administration related duties for multiple PeopleSoft environments. **Qualifications:** **Experience-** six (6) years of experience performing similar duties. **Education-** A Bachelor's degree in Computer Science, Management Information Systems, or closely related field. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted Thursday, October 3, 2013 until candidate pool has been established, determined by HR.**

**The City of Minneapolis is an Equal Opportunity Employer**

**Senior Applications Analyst – Exam #21309 / Annual Salary \$64,386 - \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the Application Support – ERP Division of the Information Technology Department. **Primary Responsibilities:** Function as a lead application support analyst, supporting the City's existing and current Enterprise Resource Planning data warehouse. This entails having strong knowledge of Human Resource and Financial data, ability to monitor and troubleshoot the data warehouse ETL processes, and working with Human Resource (HR) and Financial & Property Services (FPS) departments' users to build new data relationships. Secondly, function as a lead application support analyst to provide software support for other software applications in use by FPS. **Qualifications:** **Required Education:** Bachelors Degree in Computer Science, Software Engineering, Management Information Systems, or a closely related field. **Required Experience:** At least six (6) years of IT experience, with at least four (4) years working in application software support, four (4) years working with HR and Finance data in a business analyst/data analyst role, or involved in HR and Finance business intelligence, and two (2) years working with data warehouse ETL processes. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted until candidate pool has been established, determined by HR.**

**Senior Applications Analyst – Exam #21277 Annual Salary: \$64,386 up to \$88,616\*Market adjustment may apply**

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials / Supply Chain Administrator (FSCM) / Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments. **Qualifications:** **Required Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. **\*Note:** Interview may not be granted without proof of education. You are encouraged to submit copies of transcripts (showing successful completion of coursework) NOW with your official City application. **Required Experience:** At least six (6) years of experience required, which have included application development and support, including at least four (4) years of experience performing duties similar to those described above and using specific technical tools. Prior experience as a Lead Developer / Administrator of PeopleSoft FSCM, (with ideally version 9.x experience) is required. Prior experience in PeopleSoft installations, upgrades, & new releases - including Fit/Gap analysis and retrofitting is required. Proficiency with PeopleTools (ideally 8.49 or better), PeopleCode, and other tools (SQL, Application Engine, Messaging, Component Interfaces, etc.) is required. **Equivalency:** An equivalent combination of related education/experience may be considered. **Anyone may apply. Applications accepted until candidate pool has been established, determined by HR.**

**Software Engineer II (Business Intelligence Engineer – Cognos) – Exam #21347 / Annual Salary \$64,386 up to \$88,616**

There is currently one (1) exempt, full-time vacancy to be filled in the IT Department. **POSITION SUMMARY:** The Business Intelligence Engineer (Cognos) will work within the Enterprise Data Management Program to design, develop, test, maintain and support data analytics and reporting solutions. The individual will work within the Information Technology (IT) team representing solutions and data architecture, business analysis, and database administration. The individual will provide development and support of Cognos Business Intelligence. **Primary Responsibilities:** Responsible for analysis and integration enabling technology, existing application/infrastructure and commercial off-the-shelf products consistent with business requirements and software specifications. Responsible for designing/configuring new solutions and enhancing / upgrading existing systems. **Qualifications:** **Required Education:** Bachelor's Degree in Computer Science, Software Engineering, or a closely related field. **Required Experience:** Six (6) years of combined relevant experience in the following: 1) Cognos 10 Suite: Framework Manager, Report Studio, Analysis Studio, Metric Studio, 2) ETL tools and technologies, 3) Cognos or similar BI product, Web, OLAP Services and Microsoft Office, 4) Database design and development preferably using both MS SQL Server and Oracle DBMS. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted until candidate pool has been established, determined by HR.**

## CITY EMPLOYEES ONLY

**Enterprise Contract Administrator #21357 Salary: \$66,781 up to \$83,742**

Responsible for coordinating the enterprise-wide administration of contracts management and enforcement of contract compliance to established Statutes, Ordinances and the City of Minneapolis procurement policies and procedures. **Qualifications:** Experience: Four (4) years of contract management experience that includes a minimum of two years in a supervisory capacity. Education: Bachelor's Degree in Management, Finance, Business Administration, Public Administration or equivalent. **Equivalency:** An equivalent combination of education and experience may be considered. For a complete job announcement including job duties, requirements and how to apply online please visit [www.minneapolismn.gov](http://www.minneapolismn.gov). **Applications accepted through Friday, February 21, 2014**

**Lead Inspector, Housing #21388 / Hourly Salary \$25.05 up to \$35.32**

There is currently one (1) non-exempt vacancy to be filled in the Housing Division of Regulatory Services. **This posting is restricted to City of Minneapolis employees only.** **Primary Responsibilities:** Provide Inspectors, Housing in each district with field contact on all technical aspects of code enforcement and departmental policies and procedures, and manage an appropriate workload related to the assigned discipline, including providing back-up for other Inspectors as needed. **Qualifications:** **Required Education:** Associate Degree in Building Inspection Technology; a Certificate Building Inspection or a closely related field or equivalent. **Required Experience:** Three (3) years experience as a Housing Inspector II. **Equivalency:** Years of experience as a Housing Inspector II may be substituted if duties and experience are relevant or related. **Licensure:** Valid Driver's License required. **Resume and Cover Letter:** You must submit your resume and a cover letter, along with the required, official City application, to [Joel.Lampe@minneapolismn.gov](mailto:Joel.Lampe@minneapolismn.gov). **Applications accepted through Friday, February 28, 2014.**

**Police Sergeant Exam # 21350 - Salary: \$36.456 - \$38.677 hourly (Promotional)**

Under general supervision, directs and leads subordinates in enforcing state and federal laws and local ordinances for the Minneapolis Police Department. **Qualifications:** Permanent employee currently classified as a Police Officer. Five (5) years continuous service with the Minneapolis Police Department, effective February 14, 2014. The five [5] years of continuous service may include time served as a City of Minneapolis Police Cadet immediately prior to being classified as a Police Officer. Have been assigned to uniformed patrol for at least 36 months after recruit school (uniform patrol is defined as, 911 responder, beat officer, or uniformed directed patrol). A medical and/or psychological examination may be required before appointment to the rank. A Bachelor's degree is desired, but not required. **Applications accepted Tuesday, February 11, 2014– Friday February 21, 2014.**

**Program Aide II Exam #21381 HOURLY RATE OF PAY \$18.63 UP TO \$25.29 (RESTRICTED)**

The current vacancy is with Minneapolis 311 and will provide overall 311 departmental program support including coordination & managing the resolution of facilities concerns, community/employee engagement, health & wellness initiatives, expenses & purchasing/procurement, and general administrative support. Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs. **Minimum Requirements:** Experience-Two (2) years of experience performing duties similar to those described above. **Education:** High school diploma or equivalent. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered **Applications accepted until Friday, February 21, 2014.**

**Traffic Systems Operator – exam # 21389/hourly salary \$19.437 - \$26.229 (Promotional – City Council Departments)**

Monitor and react to traffic conditions and traffic system equipment failures by identifying the cause; responding by dispatching an electrician; printing a 'problem' for additional analysis, or contacting the electrical utility for power outages. **Qualifications:** **To apply for this position, you must meet the following requirements:** A Permanent employee (those who have passed probation) of any City Council Department. High School diploma, GED or equivalent; and, three (3) years of experience performing computer system responsibilities and data entry— **OR** —Three (3) years of engineering technician work. Various combinations of training and experience can qualify an individual for this position. **Applications accepted through Friday, February 28, 2014.**

*The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.*

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